



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK, VIRGINIA 23551-4615

COMNAVRESFORINST 1342.1A
N5

10 NOV 2011

COMNAVRESFOR INSTRUCTION 1342.1A

From: Commander, Navy Reserve Force

Subj: NAVY RESERVE WARRIOR AND FAMILY SUPPORT PROGRAMS

Ref: (a) OPNAVINST 1750.1F
(b) IA Grams at www.ia.navy.mil
(c) DoD Instruction 1342.28 of 30 March 2011
(d) DoD Directive 1250.01
(e) OPNAVINST 1754.7
(f) JFTR change 294 of 1 June 11
(g) DoD Directive 5154.29
(h) DoD Directive 5500.7-R of 1 Aug 93
(i) OPNAVINST 1754.6
(j) OPNAVINST 4001.F
(k) Deputy Secretary of Defense Memo of 7 April 03
(l) USD memo of 7 July 10
(m) DoD Instruction 7000.14 of 3 Mar 06
(n) COMNAVRESFORCOM P4000.1C
(o) NAVSUPINST 4200.99
(p) NAVSUPINST 4200.85D
(q) COMNAVRESFORINST 5726.3
(r) COMNAVRESFORINST 1250.2B
(s) 5 CFR 2365

Encl: (1) DRT Sample Agenda
(2) DRT Planning Checklist
(3) DRT Pertinent Informational Data Sheet
(4) DRT Estimated Budget Format
(5) DRT AAR
(6) Actual Expenditures Report
(7) RWW Sample Agenda
(8) RWW Resource Check List
(9) RWW AAR

10 NOV 2011

1. Purpose. In accordance with references (a) through (s), this instruction establishes policy, assigns responsibilities, and provides implementation guidance on Navy Reserve Warrior and Family Support Programs. All programs and events ensure Navy Reserve Component members, their families, and their designated representatives are provided access to programs, resources, referrals, and services to minimize stress on families throughout the deployment continuum.

2. Cancellation. COMNAVRESFORINST 1342.1.

3. Programs. Commander, Navy Reserve Force manages and executes three primary Warrior and Family Support Programs throughout the deployment continuum: the Ombudsman Program, the Command Individual Augmentee Coordinator (CIAC) Program, the Yellow Ribbon Reintegration Program (YRRP). An Employer Support of the Guard and Reserve (ESGR) representative assigned to the COMNAVRESFOR staff provides additional assistance to the Warrior and Family Support arena.

a. Ombudsman Program. Reference (a) provides guidance for this program. Commander, Naval Installations Command (CNIC) manages the Navy's overall Ombudsman program via the CNIC Ombudsman program manager. The Command Ombudsman serves as a vital communication link between Navy families and the command. Ombudsmen channel official information from command leadership to the families, most importantly when the service member is deployed out of area. This program is critical in supporting mission readiness by allowing the service member to be more focused and productive not only at work, but throughout the entire deployment cycle.

b. Command Individual Augmentee Coordinator (CIAC) Program. Each Navy Operational Support Center (NOSC) and CNAFR squadron shall have a designated CIAC to support mobilized Reservists and their families from all of their subordinate Units, as well as AC/FTS staff and families assigned to the NOSC/squadron. Per reference (b), a CIAC should be an E-7 and above, preferably with IA experience. CIACs act as mentors, advocates, and a professional source of help and information for the IA Sailor and his/her family throughout the deployment continuum. As Executive Agent for the IA Continuum, USFFC provides the standardized execution of the Navy IA policies and procedures.

c. Yellow Ribbon Reintegration Program (YRRP). Federal legislation governing YRRP is designed to ensure that geographically dispersed National Guard and Reserve families of all branches of service have access to support resources and

agencies. Per reference (c), the YRRP consists of a core curriculum and provides uniform information and instruction for each phase of deployment. Information is dispersed via training events and conferences. CNRF supplements the core YRRP curriculum with additional services.

d. Employer Support of the Guard and Reserve (ESGR) SUPPORT ESGR recognizes outstanding support with various Sailor and Employer awards, increases awareness of the law through rigorous training and education, and resolves conflict through mediation. References (q) and (r) describe in detail CNRF's proactive plan to partner with ESGR to ensure positive Navy-Employer relationships and bolster communication between Navy leadership, Reserve Sailors, and employers.

4. Deployment Continuum. Commander, Navy Reserve Force organizes the deployment continuum into Pre-Deployment, Deployment, and Demobilization/Post-Deployment/Reconstitution. While some Warrior and Family Support Programs support Navy Reservists and families throughout the entire deployment continuum, certain programs and events are utilized to address specific periods of the continuum.

a. Pre-Deployment: Ombudsman, CIAC, and Deployment Readiness Training (DRT)

b. Deployment: Ombudsman and CIAC

c. Demobilization/Post-Deployment/Reconstitution: Ombudsman, CIAC, Warrior Transition Program (WTP), Navy Mobilization Processing Site (NMPS), Returning Warrior Workshop (RWW), and Post-Deployment Health Re-Assessment (PDHRA).

5. YRRP Training Events. Per reference (c), YRRP events shall inform service members, family members, and designated representatives about the assistance and services available to them during the deployment continuum. Events shall utilize authorized local, state, and federal organizations with the goal to ensure the readiness and resiliency of service members, their families, designated representatives, employers, and affected communities for the rigors of deployment and separation.

a. Resource Participation. Local, state, and federal government and certain non-governmental organizations are permitted to provide information relating to resources and services available when requested and authorized by Services. YRRP events and the expenditure of associated funds are restricted by law and policy to the rules associated with

10 NOV 2011

training, training conferences, and conferences. The content and information presented on similar subjects by these organizations may vary dependent upon the stage of the deployment cycle.

(1) United States Code TITLES 5 and 10 plus the JFTR references (f) and (g) together limit the participation of non-federal entities (NFE). NFE is a broad term that can include for-profit businesses, not-for-profit concerns, educational institutions, financial institutions, vendors and/or sponsors, etc. The following general guidelines shall be considered before allowing any NFE to participate in YRRP:

(a) DoD may not provide unauthorized support to or endorsement of NFEs.

(b) DoD may invite exhibitors to submit applications to display products or services related to the subject matter of the conference.

(c) DoD personnel should avoid even the appearance of preferential treatment in the selection of exhibitors.

(2) No NFE shall be allowed to participate under any circumstances when:

(a) The NFE requests or is given preferential treatment.

(b) There is an appearance that NFE participation at a YRRP event is a joint venture with DOD.

(c) There is an appearance of or actual endorsement of an NFE by DOD.

(d) An NFE has special access to DOD personnel by way of a special meeting or reception.

(3) The following additional practices shall also be avoided:

(a) Allowing NFE logo on filler slides;

(b) Allowing and recognizing NFE sponsorship of a session in exchange for a fee;

(c) Granting an NFE naming rights to the conference;

10 NOV 2011

(d) Giving special access to DoD senior officials for a sponsorship fee;

(e) Distributing exhibitor give-aways in conference materials;

(f) Having various levels of exhibitor sponsorship.

(4) YRRP event coordinators should not charge fees for participation of NFE. NFE participation is expected to be voluntary. Further, NFEs shall not solicit personnel at YRRP events. Solicitation could result in disapproval of participation at future YRRP events, per reference (h).

b. Supported Members. Members of the Navy Reserve Component, to include Individual Ready Reserve, Individual Augmentee (as defined by reference (i)), and FTS and Active Component members and their families/designated representatives (as defined by reference (f)) who reside in geographically dispersed areas.

c. Participation.

(1) Participation at Deployment Readiness Trainings (DRTs) is mandatory for all deployers and imminent deployers, defined as all members of the Ready Mobilization Pool (RMP) as well as all voluntary deployers who will deploy within the next 18 months. DRTs may also be attended by any Navy Reserve member, designated representative, and children who choose to attend, provided they meet travel guidelines depicted in reference (f).

(2) Participation at RWWs is voluntary, but strongly encouraged for those service members and families/designated representatives who have recently returned from a deployment or mobilization. Participation is intended to develop resiliency regarding the rigors of the military lifestyle and stressors caused by deployment and reintegration.

(3) Service members, families/designated representatives shall coordinate participation at YRRP events through their respective chain of command. Any required Individual Travel Authorizations (ITAs) shall be in compliance with reference (f).

(4) All Navy Reserve YRRP events are open to all National Guard and Reserve Component service members on a space-available and budget-available basis.

10 NOV 2011

d. Registration. Per reference (c), all YRRP events should be posted on the Department of Defense (DoD) YRRP web site www.yellowribbon.mil. This website identifies every YRRP event nationwide, regardless of Service affiliation.

e. Solicitation of Gifts. References (h), (j) and (s) prohibit the solicitation of gifts.

f. Speaker Honorariums. Speaker honorariums may be provided as long as they meet the requirements set forth in references (c) and (k).

g. Material and Miscellaneous Items. Materials required to support YRRP events may be funded using YRRP funds if budget allows. All necessary materials and miscellaneous items shall be purchased prior to the given YRRP event. The purchase of materials and miscellaneous items for YRRP events shall comply with reference (l).

h. After Action Reports (AAR). Per reference (c), AARs for all Navy Reserve YRRP events shall be submitted to CNRF N5 via the appropriate Echelon III/IV chain of command. The reports shall be submitted within 20 calendar days following each YRRP event and shall comply with respective guidelines depicted below.

6. Deployment Readiness Training (DRT) Procedures.

a. Purpose. DRTs provide education and information that bolsters the readiness of unit personnel, their families, designated representatives, employers, and the affected communities for the rigors of deployment and the challenges of separation. These training events will provide an understanding of available support programs and how each phase of deployment is connected. The training events shall address issues in a proactive manner in order to build resilience and knowledge.

b. Scheduling. Echelon III/IV Commanders will ensure that subordinate commands conduct DRTs for all deployers and imminent deployers, defined as all members of the Ready Mobilization Pool (RMP) as well as all voluntary deployers who will deploy within the next 18 months.

c. Duration. The DRT is an in-person training event that shall consist of a minimum of two hours of instruction, but not to exceed more than six hours.

1 0 NOV 2011

d. Agenda. Enclosure (2) is a summary of reference (c), which dictates all required information that shall be presented at a DRT. How Commanders execute DRT is left to Echelon III/IV discretion. Enclosure (1) provides an example of what a full-day DRT might look like.

e. Resources/Services. Information provided at a DRT may be via formal presentations, handouts and literature, or informational booths, unless specified by reference (c). The topics in these training events shall focus on, but are not limited to, the topics identified in enclosure (2).

f. Funding. When required, all YRRP funding shall be requested through the appropriate Echelon III/IV chain of command, not through the DoD YRRP web site. Funding requests shall be in accordance with reference (m). Enclosure (4) is intended to assist the funding process when appropriate.

(1) When YRRP funding is requested, subordinate commands should submit an estimated expense report to their respective Echelon III/IV representative at least 60 days prior to the DRT. Failure to submit budget requests within 60 days decreases the likelihood of approval.

(2) Following Echelon III/IV approval, all budgets shall be forwarded to CNRFC N5 for data collection and annual budget projections.

(3) Actual YRRP expenses shall be reported to the respective Echelon III/IV representative with proper supporting documentation within 20 calendar days after completion of YRRP event. Actual expenses will then be forwarded to CNRFC N5 with the event AAR.

g. Meals. Per reference (n), when two drill periods are spent on a given DRT, luncheon meals may be purchased utilizing YRRP funding.

(1) Per reference (a), meals are only authorized for a maximum of two family members/designated representatives per Sailor. The limit of two family members/designated representatives per Sailor is for the overall participant count and not for each individual family. (For example: a family with seven dependents may bring all dependents to a DRT since there will surely be some Sailors who bring zero dependents.) Per reference (1) and paragraph 5(c)(1) above, DRTs may also include family members/designated representative of deployed Sailors and hosting command staff attending the DRT.

10 NOV 2011

(1) Purchases will follow policies and regulations identified in references (c), (f), (l), (n), (o), and (p).

(2) If possible, commands holding DRTs should utilize existing meal waivers and the same meal vendor used on drill weekends.

(3) Because DRTs are funded with YRRP money, single-event meal waivers shall follow the guidelines presented in reference (n) and shall be routed to CNRFC N5 through the appropriate YRRP chain of command.

h. Berthing. Per reference (n), when two drill periods are spent on a given DRT, berthing may be purchased utilizing YRRP funding. Per references (c), (f), (n), (o), and (p), berthing is only available to family members/designated representatives of those personnel entitled to contract berthing. Per references (c) and (n), only one room is authorized per family, regardless of the family size. If possible, commands hosting a DRT should utilize existing blanket purchase agreements (BPAs) and the same berthing facilities used on drill weekends.

i. Educational Child Development. Educational Child Development in support of YRRP is authorized per guidance contained in reference (l).

(1) Educational Child Development may be provided for children ages 6 - 18. Child Care Services may be provided for children ages 0 - 5.

(2) Some viable Educational Child Development programs could include Child Development Centers in fleet concentration areas, Operation Military Kids, RecFX, Red Cross, 4-H Clubs, and Your Extension Services (Project Y.E.S.). Each of these programs is designed to educate children on the deployment cycle.

(3) If utilized during a given DRT, child care and Educational Child Development providers must meet both state and federal licensing guidelines prior to contracting services.

(4) Reference (m) discusses limitations and restrictions on utilizing appropriated funds to purchase items used for pure entertainment.

10 NOV 2011

(5) Per references (n), (p), and (l), payments for Educational Child Development and Child Care shall be made via government purchase card.

j. Venues. Some DRT hosting commands may not have a suitable facility available at no cost at which a DRT can be held. Some other DRT hosting commands may choose to collaborate with other NOSCs, squadrons, units, or other National Guard/Reserve Components. In those cases, hosting commands may submit a request to the appropriate Echelon III/IV representative for authorization to contract a facility large enough to accommodate the expected number of participants. Any venue should be conducive to training and education.

k. After Action Report (AAR).

(1) If YRRP funds were utilized during a DRT, AARs shall be completed by the hosting command and submitted to CNRFC N5 via respective Echelon III/IV chain of command within 20 calendar days of the event. AAR format is provided in enclosures (5) and (6).

(2) If no YRRP funds were utilized during a DRT, no after action report is required. Echelon III/IV Commanders shall ensure that subordinate commands conduct DRT for their deployers and imminent deployers, at a minimum maintaining records of who the deployers are and on what date they were trained.

(3) Whether a formal AAR is submitted or not, records of which service members were required to be trained and the date(s) that training occurred shall be maintained by hosting commands for a minimum of three years.

7. Returning Warrior Workshop (RWW)

a. Purpose. RWWs are standardized YRRP events that celebrate Reserve Component service members' and their designated representatives' sacrifice and service, educate them about the myriad of resources available, and facilitate growth through the reintegration process. RWWs are a key component of the Department of Defense YRRP directed by reference (c).

(1) The RWW is designed to address personal stress that may be generated by deployment activities. It supports and facilitates the reintegration of the deployed Sailor with his/her designated representative. The RWW also provides a safe, relaxed atmosphere in which to identify and address

10 NOV 2011

potential issues that may arise during post-deployment reintegration. In accordance with reference (e), RWWs are designed and conducted with specific goals in mind.

(2) RWWs are conducted under an event planning services contract. The workshops are hosted across the continental United States by the five RCCs. Each RWW should be able to accommodate up to 150 attendees and up to 32 facilitators/staff/speakers.

b. Scheduling. Each RCC shall host an RWW at a minimum of once each quarter, or as necessary to support demand of Returning Warriors in a given region. Due to fiscal year timelines, RWWs held between early September and late October are problematic.

c. Duration. An RWW is designed to commence from mid-afternoon on Friday through lunch on Sunday.

d. Agenda. A sample agenda is provided in enclosure (7). Enclosure (8), the RWW Checklist, identifies group sessions and break-out sessions that are mandatory, as well as other recommended options for both group and break-out sessions.

e. Resources/Services. Information provided at the RWW may be via formal presentations, handouts and literature, or informational booths, unless specified by reference (c) and (h). The topics in this event shall focus on, but are not limited to the RWW Checklist provided in enclosure (8).

f. Funding/Travel. The RWW contract provides lodging and meals via an event planning contractor.

(1) Per reference (f), travel distances for RWW attendance should not exceed 400 miles. This facilitates POV travel (to a great extent) and provides an opportunity for the designated representative to travel with the service member to the event. RCC Commanders have the authority to waive the 400 mile travel restrictions and fund travel in excess of 400 miles on a case-by-case basis.

(a) Family member/designated representative travel is governed by reference (f). Travel involving airfare is not permitted unless the traveler can attend the entire RWW.

(b) The table below designates which type of participants can utilize the RWW contract.

1 0 NOV 2011

Participant	Travel Funding	RWW Contract	Remarks
RC Service Member	RPN (ADT)	Yes	YRRP ADT
RC Service Member Designated Representative	OMNR (YRRP)	Yes	ITA (if travel reqd)
Other Service RC Service Member	Other Service	Yes	Note 1
Other Service RC Service Member Designated Representative	Other Service	Yes	Note 1
Facilitator	RWW Contract	Yes (25 Max)	Note 2
Speaker	RWW Contract	Yes (7 Max)	Note 2
Vendor/Contractor	Self Provided	No	Note 3
Support Staff	OMNR (YRRP)	No	Note 4
Observers	Self Provided	Possibly	Note 5

Note 1: Other Services fund the travel, pay and allowances for their personnel. Event lodging, meals and workshop fees are provided through the RWW contract.

Note 2: Up to 25 facilitators and seven speakers are funded through the RWW contract. The hosting command is responsible for staying within the prescribed numbers. Any facilitators or support personnel beyond 30 is the funding responsibility of the hosting command.

Note 3: Any support contractors or vendors (e.g. TRICARE, Veterans Affairs, ESGR, Red Cross) are funded to support these events by their respective organization. Their commands/companies are therefore responsible for providing their personnel with funding for meals. Their meals cannot be provided through the RWW contract.

Note 4: Support Staff are usually comprised of personnel from the hosting command who provide administrative and logistics support. They should be funded using command travel resources, and should not utilize RWW-contracted rooms/meals, unless attendance would not be impacted by their presence.

Note 5: Observers are authorized to attend RWWs on a not-to-interfere basis for research or education. The hosting command will make the determination regarding attendance. If an observer is approved to attend, the hosting command must either reduce the number of funded facilitators/speakers, or make separate arrangements with the RWW contract representative to procure additional meals/rooms outside of the contract.

10 NOV 2011

g. Meals. Meals are provided via the RWW contract and coordinated by the event planner, unless otherwise directed. Specifically, the event planner contractor makes meal arrangements to include two nights at each hotel and all meals starting with dinner Friday night, breakfast, lunch, and dinner on Saturday, and breakfast and lunch on Sunday for all attendees. A maximum of 100 hotel rooms and 150 meals can be provided for attendees, and an additional 32 hotel rooms and meals for facilitators and speakers.


h. Berthing. Berthing is provided via the RWW contract, coordinated by the event planner, unless otherwise directed.

i. Child Care. Child care services are not available on site during RWWs. Attendees are encouraged to arrange child care prior to attending the event.

j. Venues. RWW cities are selected by each RCC Commander and should be based on discernable needs of that given region. Specific hotel selection shall be in accordance with the RWW event manager contract, shall be a minimum of three-diamonds (according to AAA guidelines), and shall have facilities that appropriately support RWW requirements (proper hotel meeting space is allocated to accommodate all functions planned, based on the type of function, size of audience, audiovisual support required, and location of room within the hotel).

k. After Action Report (AAR). AARs shall be completed by the RCC and submitted to CNRFC N5 within 20 calendar days of the event. AAR format is provided in enclosure (9).

8. CNRF point of contact is CNRFC N5. Contact phone numbers are (757) 322-6567 or (757) 322-6568.


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Distribution:

Electronic copy via COMNAVRESFOR Web site
<https://www.navyreserve.navy.mil>

10 NOV 2011

APPENDIX

1. Definitions.

a. Warrior and Family Support Program Specialist (WFSPS). Government civilians at each RCC whose job is to manage and execute the Warrior and Family Support Programs.

b. Navy Reserve Regional Yellow Ribbon Program Specialists (YRPS). Individuals contracted by CNRF whose job is to assist the WFSPS in the planning and execution of the YRRP. They are knowledgeable on Navy Reserve requirements with regard to Warrior and Family Support Programs, and should be experts in the YRRP. YRPSs assist in the planning, execution, budgeting, and resourcing for a given RCC's YRRP events.

c. State Yellow Ribbon Program Specialist. Individuals contracted by OSD who are familiar with local resources in a given geographical area and know how to properly refer service members as needs arise.

d. Deployment Readiness Training (DRT). A YRRP deployment training event, formerly identified as the Pre-Deployment Family Readiness Conference (PDFRC).

e. Returning Warrior Workshop (RWW). An YRRP conference event held quarterly in each of the five Navy Conus Regions. These periodic conferences are subject to reference (e).

f. Designated Representative. With regard to YRRP events (DRTs and RWWs), a designated representative is an individual designated by the service member whose presence at the YRRP event may contribute to the purpose of the event for the member. If the designated representative is not listed on an individual's Page 2 the service member must designate individuals in writing and may change any or all of his/her designated individuals at any time. Only two designated representatives may attend a given event per reference (f).

DRT Sample Agenda Format

NOTE: The two all-hands session should last no longer than an hour followed by several breakouts

0750 – 0845	ALL HANDS – Welcoming remarks from Senior Leadership Ombudsman Presentation Family Readiness Overview Presentation				Child Care 0 – 5
0900 – 0930 0930 - 1000	DEERS/ID Cards	Department of Veteran Affairs	SCRA	ESGR	Educational Child Development
1000 – 1030 1030 - 1100	Page 2; SGLI Review/Updates	TRICARE/Met Life (Dental)	Youth Programs & Child Care Benefits	CEI	OMK Red Cross Rec FX Y.E.S 4 H Club
1100 – 1230	Networking – Experience Sharing Lunch				
1230 – 1300 1300 - 1330	POA/Wills	SAPR	Chaplain Programs	Single Service Member Programs	Child Care 0 – 5
1330 – 1400 1400 - 1430	Estate Planning & Legal Guardianship	Family Care Plan review/update Pre Deployment Health Assessment	NFAAS overview & Required use	Marriage Enrichment	Educational Child Development
1430 – 1515	ALL HANDS – Financial & Mortgage Counseling Returning Warrior Workshop Overview Suicide Prevention				OMK Red Cross Rec FX Y.E.S 4 H Club
1515 – 1530	Closing Remarks				

Sessions rotate every 30 minutes. Attendance in a breakout session can be determined by the needs of the Sailor to maintain pre-deployment readiness. The Sailor and designated representative can choose two sessions in each section pertinent to their needs.

Sample agenda shall also include list of Resources attending your event at display tables only.

DRT Checklist**Required Briefings:**

- CO Opening remarks
- Ombudsman
- Tri-care
- Suicide Prevention and Community Healing
- ESGR
- Service Member's Civil Relief Act (SCRA)
- Youth Programs and Child Care Benefits
- Veteran Center
- ID Cards
- Closing Remarks

Required Access (if possible). If access is not possible, brief is required:

- DEERS access & enrollment
- Civilian Employment Information (CEI)
- Navy Family Accountability & Assessment System (NFAAS)
- Service Member's Group Life Insurance (SGLI) – complete form updates
- Legal – POA, Wills & Estate planning
- Family Care Plan review/update
- Pre-Deployment Health Assessment – ensure completion of all sailors

Informational Material Required; briefings optional:

(List what resource will provide this information or if will be provided on a general table)

- Operational Stress
- Service – Specific Web site (**part of enclosure (3)**)
- Command Ombudsman Info (**part of enclosure (3)**)
- Department of Labor
- Financial & Mortgage Counseling
- Small Business Administration (SBA) – economic injury disaster loan & business counseling
- Legal – Guardianship
- American Red Cross
- Military One Source
- Chaplain Programs
- Sexual Assault Prevention and Response Program (SAPR)
- Suicide Prevention and Alcohol and Drug Abuse
- Single Service Member Programs
- Marriage Enrichment
- Effective Communication Skills
- Service Member's Civil Relief Act (SCRA)

List all Additional Resources that will be attending the event

DEPLOYMENT READINESS TRAINING (DRT)
SAMPLE PERTINENT INFORMATIONAL DATA SHEET

Service-Specific web site: <https://www.navyreserve.navy.mil> *Have to provide*

Suicide Prevention:

National Suicide: 1-800-273-Talk

National Hopeline Network: 1-800-Suicide

Military OneSource: 1-800-342-9647

Ombudsman Information: *Have to provide*

Phone number:

Email:

Command Information: *Provide suggestion*

CO/XO:

Phone number:

Email:

CMDCM

Phone number:

Email:

CIAC

Phone number:

Email:

10 NOV 2011

DEPLOYMENT READINESS TRAINING - Estimated Expenses

NOSC/Squadron

Date of DRT

TOTAL ESTIMATED NUMBERS				
Service Members	Adult Guests	# Children 5 & under	# Children 6 and over	Total Attendees
				0

Berthing Cost	Total Child Care Cost	Meals	Other Costs	Total Cost
0		0	0	0

Provide Name and DUNS Number

Berthing Vendor Name	
Berthing BPA #	
Meal Vendor Name/DUNNs	
Meal Waiver on File?	
Child Care Vendor/DUNNs	
Educational Child Development	
Location of event	

Other Costs	Qty	Cost
Total Other Costs		0

Berthing		
Nights of Berthing	1	2
*Provide Justification if 2 nights		
Total Rooms X		
Number of nights		
Cost Rm/Night		
Total Cost		0

Prior Year Actual Costs (From After Action Report)	
Number of designated representatives utilizing berthing	
Number of service members in attendance	
Number of meals purchased	
Number of designated representatives in attendance	

# Meals	Cost of Meal	Total Cost
		0

ANY ADDITIONAL JUSTIFICATION

NOSC/Squadron APPROVER (SIGN) _____ DATE _____

RANK/TITLE _____ PRINT NAME _____

SUPPLY REVIEW (SIGN) _____ DATE _____

RANK/TITLE _____ PRINT NAME _____

10 NOV 2011

DRT After Action Report FORMAT

To be completed on Command LETTERHEAD

IN REPLY REFER TO:

Insert number

Serial Number

Date

From:

To:

Via:

Subj:

Ref: (a) DoD Instruction 1342.28

Encl: (1) Data Input Table

(2) AAR

(3) Actual Costs

1. Per reference (a), enclosures (1), (2), and (3) are provided

2. For further information contact

CO Signature

Encl (5)

NAME OF NOSC PERFORMING DRT
Deployment Readiness Training (DRT)
After Action Report (AAR) 20__

Conference Objectives

Four objectives were established for the conference as follows:

1. Conduct interactive training and presentations
2. Provide a cadre of quality speakers
3. Provide an exchange of best practices regarding State, Regional, and Service-wide resources.
4. Present concepts and tools that lead to efficient use of resources.

Through the general and breakout sessions, the PFRC met the established objectives based on attendee feedback.

Informational speakers/booths/programs: Provide any speakers/booths or programs which exceed minimum requirements. Please provide a detailed description of each.

Distinguished Guest: Provide any distinguished guest or visitors. Please provide name and position titles.

Media Attending: Provide information on media outlets providing news or event coverage. Please provide station or national call signs.

Educational Child Development: Provide information on the educational child development organization and program provided.

Issues/Recommendations**Best Practices****Lessons Learned****CO Comments**

DRT AAR DATA INPUT TABLE

Record Field and Data Item	Coding and Remarks	Entry
1. HOSTING REGIONAL IDENTIFICATION		
Hosting Region		
Fiscal Year	Enter last two numbers of the fiscal year	
Quarter	Enter two numbers of quarter of fiscal year	
Date(s) of event	Enter date in military format (yyymmdd)	
Change	Enter and asterisk if parameters of event have changed from previous quarters	
City	Enter City in which event will be held	
Zip Code		
State		
Type of Event	Pre Deployment	Pre Deployment
Note	Enter any information on the event which may be pertinent to expand on the type of event.	DRT
Service-Specific	Enter Y if the event is service-specific and closed to other Service members	
2. ANTICIPATED ATTENDANCE		
Regional Attendance	Provide an approximate number of Regional Service members who are anticipated to attend	
Regional Family Member attendance	Provide an approximate number of Regional family members who are anticipated to attend	
Purple Seats available	Provide an approximate number of seats available "Purple" to other Service members	
Purple Seats remaining	Provide updated information on the number seats available "Purple" as necessary	
USAR	Anticipated	
ARNG	Anticipated	
ANG	Anticipated	
USNR	Anticipated	
USMCR	Anticipated	
USAFR	Anticipated	
USCG	Anticipated	
USN AC	Anticipated	
USNR	Anticipated	
Spouses	Anticipated	
Parents	Anticipated	
Other/Family	Designated representatives anticipated	
Children Ages 0 – 5	Anticipated	
Children Ages 6 – 18	Anticipated	
Informational speakers/booths/programs	Provide any speakers/booths or programs which exceed minimum requirements for each event	
3. ACTUAL TOTAL ATTENDANCE		
USAR	Actual	
ARNG	Actual	
ANG	Actual	
USMCR	Actual	
USAFR	Actual	
USCG	Actual	
USN AC	Actual	

USNR	Actual	
Spouses	Actual	
Parents	Actual	
Other/Family	Designated representatives actually attended	
Children Ages 0 – 5	Actual	
Children Ages 6 – 18	Actual	

4. EVENT COORDINATION INFORMATION		
POC		
E-mail		
Phone		
Hosting Personnel	Provide the numbers of paid personnel providing support for the event	
Volunteers	Provide the number of non paid volunteers, phone numbers and agencies represented who supported the event	

DEPLOYMENT READINESS TRAINING - Actual Expenses

NOSC/Squadron

Date of DRT

TOTAL ACTUAL NUMBERS				
Service Members	Adult Guests	# Children 5 & Under	# Children 6 and Over	Total Attendees
				0

Berthing Cost	Total Child Care Cost	Meals	Other Costs	Total Cost
0		0	0	0

Berthing		
Nights of Berthing	1	2
*Provide Justification if 2 nights		
Total Rooms X		
Number of nights		
Cost Rm/Night		
Total Cost	0	

Other Costs	Qty	Cost
Total Other Costs		0

# Meals	Cost of Meal	Total Cost
		0

ANY ADDITIONAL JUSTIFICATION

NOSC/SQUADRON APPROVER (SIGN) _____ DATE _____

RANK/TITLE _____ PRINT NAME _____

Supply Review (SIGN) _____ DATE _____

RANK/TITLE _____ PRINT NAME _____

FRIDAY -

1 4 0 0 - 1 6 0 0	Facilitators' Training
1 6 0 0 - 2 1 0 0	Registration/Check-In - Hotel Lobby <i>Lobby</i>
1 8 3 0 - 2 0 3 0	Buffet Dinner

SATURDAY -

0 6 0 0 - 0 7 0 0	Counseling Room	Breakfast			
0 7 0 0 - 0 7 1 5		Introduction / Logistics / Housekeeping			
0 7 1 5 - 0 8 1 5		Code of the Warrior / Warrior Transitions			
0 8 3 0 - 0 9 4 5		Telling Your Story			
0 9 4 5 - 1 0 0 0		Morning Coffee Break			
1 0 0 0 - 1 0 4 5		Operational Stress			
1 1 0 0 - 1 2 1 5		Military Families our New Heroes			
1 2 1 5 - 1 3 1 5		Lunch			
1 3 1 5 - 1 4 1 5		Why I Want To Go Back	Couples Reconnecting Together	Getting Specific with Family Issues One Day Only	Stress Management Financial Impact of Deployment <i>Today Only</i>
1 4 1 5 - 1 4 3 0		Afternoon Snack Break			
1 4 3 0 - 1 5 3 0		Improving the Process			
1 5 1 5 - 1 8 3 0		Issues and Counseling available			
1 8 4 5 - 2 1 0 0		<i>Banquet of Honor</i>			

SUNDAY -

0 7 3 0 - 0 8 3 0	Breakfast					
0 7 4 5 - 0 8 1 5 Optional	Counseling Room	Worship Service	Catholic Service	PT		
0 8 3 0 - 0 9 3 0		Humor / Stress				
0 9 4 5 - 1 0 4 5		Why I Want To Go Back	Couples Reconnecting Together	Women Warriors One day only	Stress Management	Developing a Budget Today Only
1 0 4 5 - 1 1 0 0		Morning Coffee Break				
1 1 0 0 - 1 1 4 5		Transformational Growth				
1 1 4 5 - 1 2 0 0		Closing Remarks Endorsement of orders / safe trip home				
1 2 0 0 - 1 3 0 0		Lunch				
1 3 0 0 - 1 4 0 0		Facilitator Hot Wash / Wrap up Staff Only				

Please list all resources that will be attending your RWW.

RWW Check List**CNFRRC Required Group Sessions for RWW:**

- Telling Your Story (table top exercise)
- Combat Operational Stress
- Improving the Process
- Spiritual (Worship Service (s))
- Transformational Growth
- Banquet of Honor

Other recommended options for Group Sessions:

- Code of the Warrior/Warrior Transition
- Military Families our New Heroes
- Life Matters
- Military Families – Heroes Standing Watch
- Semper Positive
- Military Transition
- Puzzle Maker
- Echoes Video
- Spiritual Resilience: A Tool for Crisis Relief, Healing & Well Being
- Into the Fire
- The Warrior's Spirituality

CNFRRC Required Breakout Sessions for RWW:

- Why I Want To Go Back
- Couples Reconnecting
- Stress Management
- Financial (Choose one or two)
 - Getting Your Finances Back on Track
 - Developing a Budget
 - Debt Management
 - Financial Impact of Deployment
 - Money Matters
 - Credit/Debt Management
 - Keep it Safe and Secure

Other recommended options for Breakout Sessions:

- Returning Women Warriors
- Getting Specific with Families Issues
- R U Angry
- Mission: Helping your Child
- Self Care
- Single Sailors: Overseas and Back
- Strengthening Families
- Coping with the Good, the Bad and the Ugly Behaviors of Stress

Information about the following should also be provided, per reference (c)

- Tri Care
- Dental
- ESGR
- Department of Labor
- VA Benefits
- Small Business Administration (SBA) – economic injury disaster loan & business counseling
- Safety Information
- American Red Cross
- Military One Source
- Chaplain Programs
- Suicide Prevention and Alcohol and Drug Abuse
- Single Service Member Programs
- Marriage Enrichment
- Effective Communication Skills
- Service Member's Civil Relief Act (SCRA)

1 0 NOV 2011

Returning Warrior Workshop (RWW) AAR FORMAT

To be completed on Command LETTER HEAD

IN REPLY REFER TO:

Insert number

Serial Number

Date

From:

To:

Via:

Subj:

Ref: (a) COMNAVRESFORCOMINST 1343.1A

Encl: (1) Data Input Table

(2) AAR

1. Per reference (a), enclosures (1) and (2) are provided

2. For further information contact

Encl (9)

NAME OF RCC PERFORMING RWW
Returning Warrior Workshop (RWW)
After Action Report (AAR) 20__

10 NOV 2014

Conference Objectives

Four objectives were established for the conference as follows:

1. Conduct interactive training and presentations
2. Provide a cadre of quality speakers
3. Provide an exchange of best practices regarding State, Regional, and Service-wide resources.
4. Present concepts and tools that lead to efficient use of resources.

Through the general and breakout sessions, the RWW met the established objectives based on attendee feedback.

Informational speakers/booths/programs: Provide any speakers/booths or programs which exceed minimum requirements. Please provide a detailed description of each.

Distinguished Guest: Provide any distinguished guest or visitors. Please provide Name and position titles.

Media Attending: Provide information on media outlets providing news or event coverage. Please provide station or national call signs.

Actual Expenditures for the Event

- ADT
- Speakers
- Supplies
- ITA
- Contractor

Critique Information

- How many turned in:
- Answer breakdown for 3 questions

	Much Better	Better	Same	N/A
Do I feel better about my deployment after the weekend?				
Do I have a better understanding about Combat Stress and reintegration challenges?				
Do I have a better understanding of resources available to me?				

- Comments

- Breakdown presentation: (add any additional presentations)

Session	Most Meaningful	Least Meaningful
Telling Your Story		
Combat Operational Stress		
Improving the Process		
Transformational Growth		
Banquet of Honor		
Spiritual		
Resource Tables		

- Breakdown of breakout session (adjust financial to the ones you chose and add any additional breakouts)

Breakout	Most Meaningful	Least Meaningful
Why I Want to go Back		
Couples Reconnecting Together		
Stress Management		
Financial		

- Comments, observations and sample responses.
- How many would or would not recommend the RWW to others?
- Information obtained from improving the process.

Issues/Recommendations

Best Practices

Lessons Learned

CO Comments

RWW AAR DATA INPUT TABLE

Record Field and Data Item	Coding and Remarks	Entry
1. HOSTING REGIONAL IDENTIFICATION		
Hosting Region		
Fiscal Year	Enter last two numbers of the fiscal year	
Quarter	Enter two numbers of quarter of fiscal year	
Date(s) of event	Enter date in military format (yyyymmdd)	
Change	Enter and asterisk if parameters of event have changed from previous quarters	
City	Enter City in which event was held	
Zip Code		
State		
Type of Event	Post Deployment 60 Day	RWW
Note	Enter any information on the event which may be pertinent to expand on the type of event.	
Service-Specific	Enter Y if the event is service-specific and closed to other Service members	
2. ANTICIPATED ATTENDANCE		
Regional Attendance	Provide an approximate number of Regional Service members who are anticipated to attend	
Regional Family Member attendance	Provide an approximate number of Regional family members who are anticipated to attend	
Purple Seats available	Provide an approximate number of seats available "Purple" to other Service members	
Purple Seats remaining	Provide updated information on the number seats available "Purple" as necessary	
USAR	Anticipated	
ARNG	Anticipated	
ANG	Anticipated	
USMCR	Anticipated	
USAFR	Anticipated	
USCG	Anticipated	
USN AC	Anticipated	
USNR	Anticipated	
Spouses	Anticipated	
Parents	Anticipated	
Other/Family	Designated representatives anticipated	
Informational speakers/booths/programs	Provide any speakers/booths or programs which exceed minimum requirements for each event	
3. ACTUAL TOTAL ATTENDANCE		
USAR	Actual	
ARNG	Actual	
ANG	Actual	
USMCR	Actual	
USAFR	Actual	
USCG	Actual	
USN AC	Actual	

USNR	Actual	
Spouses	Actual	
Parents	Actual	
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